

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Human Resources Director, 797-1020

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATIONS OF ASSISTANT HUMAN RESOURCES DIRECTOR AND HUMAN RESOURCES ANALYST AND ASSIGNING PAY GRADES IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

REPORT IN BRIEF: The Human Resources Analyst job classification was approved by council for the FY 2000/2001 budget. This resolution provides for a job description and assigns a pay grade for this job classification. This resolution also provides a job description and assigns a pay grade for the Assistant Human Resources Director job classification. This job classification is necessary to the efficient and effective operation of the Department of Human Resources.

PREVIOUS ACTIONS: Human Resources Analyst job classification approved by Council for the FY 2000/2001 budget.

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted?	No (Human Resources Analyst Budgeted for FY 2000/2001)
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If no, amount needed:	N/A
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What account will funds be appropriated from: N/A

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Class Specifications (Exhibit "A" and Exhibit "B").

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATIONS OF ASSISTANT HUMAN RESOURCES DIRECTOR AND HUMAN RESOURCES ANALYST AND ASSIGNING PAY GRADES IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie recommends the adoption of the class specifications of Assistant Human Resources Director and Human Resources Analyst ; and

WHEREAS, The Town of Davie has evaluated the pay grade of the Assistant Human Resources Director and recommends it to be assigned to pay grade 530 (\$59,171-\$79,295), and the pay grade of Human Resources Analyst and recommends it to be assigned to pay grade 525 (\$51,498-\$69,012); and

WHEREAS, The Town of Davie recommends that the Town council approve the adoption of the class specifications for Assistant Human Resources Director and Human Resources Analyst in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specification for Assistant Human Resources Director, pay grade 530 (\$59,171-\$79,295), and class specification for Human Resources Analyst, pay grade 525 (\$51,498-\$69,012) is hereby adopted in the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A" and "B".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2001.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2001.

CLASS SPECIFICATION

ASSISTANT HUMAN RESOURCES DIRECTOR

GENERAL STATEMENT OF JOB

Responsible professional public administration and technical work coordinating the operation of a variety of complex personnel systems of the organization. Work involves responsibility for planning, assigning, and coordinating organization-wide classification and compensation; recruitment, examination, and placement; employee benefits; training; labor and employee relations; risk management and safety; and legal compliance and litigation avoidance activities. Work includes supervising the activities of subordinate professional, technical, and clerical personnel in assigned activities, as well as personal participation in more complex problems.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Interprets, implements, and applies legislation concerning equal employment practices, policies, and labor contracts.

Develops administrative policies and procedures.

Provides administrative liaison among various department directors, officials, employees, and the general public.

Participates in preparation of the Human Resources Department budget. Addresses staffing, equipment, and training needs.

Determines general work procedures.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Performs or assists subordinates in performing duties; adjusts errors.

Ensures records of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations are maintained.

Conducts exit interviews to determine reasons behind separations and gather and disseminate other information relevant to the separation.

Ensures records of hired employee characteristics for governmental reporting purposes are maintained.

Directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Exhibit "A" - 7/3/01

Analyzes existing benefits policies of organization, and prevailing practices among similar

ASSISTANT HUMAN RESOURCES DIRECTOR

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organizations, to establish competitive benefits programs.

Plans modification of existing benefits programs.

Directs performance of clerical functions such as updating records and processing personnel actions.

Reviews proposed salary actions to ensure conformance with established guidelines and policies.

Analyzes occupational data such as physical, mental, and training requirements of jobs and workers and develops written summaries such as job descriptions, job specifications, and develops recommendations to adjust salary structure.

Reviews legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.

Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

Communicates official plans, policies and procedures to staff and the general public.

Interviews and assists in the selection of employees to fill vacant positions.

Represents organization at personnel related hearings and investigations.

Evaluates services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of organization.

Analyzes archival and other information, and statistical data and other reports concerning all aspects of organizations human resources function in order to identify and determine causes of personnel problems and to develop and present recommendations for establishment and improvement of processes, practices, procedures, and policies.

Provides for various human resources information needs of upper level management.

Develops and applies industrial/organizational psychological techniques to personnel administration and management problems.

Assesses the effectiveness of recruitment methods.

Monitors and ensures conformance with applicable Congressional Acts, Executive Orders, Federal Guidelines, State Statutes, County Ordinances, organization's policies and procedures, bargaining unit agreements, and generally accepted Human Resource Management policies.

Examines federal, state, and local law, regulation, guidelines as well as case histories. Answers individuals', organizations', and agencies' questions regarding how rules, policies, and procedures apply to individual situations. Proposes arguments to support organizations position.

Consults legal counsel to ensure that policies, procedures, and documents comply with federal, state, and local laws, regulations, and guidelines.

Remains current on legislation, arbitration decisions, and collective bargaining contracts.

Contracts with outside suppliers, consultants, and vendors to provide employee services, etc.

Exercises supervision over support staff, either directly or through subordinate supervisors.

Directs, assists, and provides professional guidance to subordinate personnel in more difficult cases.

Responds to Public Records Request in areas where department is the custodian of records.

Prepares agenda items and composes staff reports.

Composes administrative policy drafts.

Prepares monthly reports.

Prepares and/or reviews and edits RFPs and RFQ's.

Composes and/or reviews language for contracts for service and other agreements.

Composes and types memoranda, letters, and other correspondence.

Maintains information for and prepares personnel manual updates.

Coordinates WAGES, AARP, BETA Summer Youth, etc. programs.

Responds to unemployment notices of claim determination.

Assures that information contained in contracts forwarded by providers coincides with that of bids and with that approved by Council.

Coordinates and assists in obtaining employee benefit provider service such as health, dental, life, employee assistance program (EAP), etc. in the more difficult cases.

Assists employees with claims issues, in the more complex cases.

Arranges appointments, performs scheduling, and coordinates with departments on psychological testing, psychological re-testing, polygraph examination, orientation, medical and drug screening, etc. for more complex selection processes such as in-house promotional processes.

Reviews psychological evaluation and medical and drug screening reports.

Coordinates random, follow-up, and probable cause drug and alcohol program.

Performs rater training in rating methodologies and procedures for oral board panel members.

Ensures that public records requests are responded to in accordance with public record law and communicates with the requesting individual or media representative regarding requests.

Attends meetings and conferences as required and/or appropriate.

Operates a vehicle and various office machines including a calculator, computer, cellular telephone, two-way radio, fax machine, copier, etc.

Performs related duties as required.

ADDITIONAL JOB FUNCTIONS

Performs general administrative/office work, including but not limited to attending meetings, reviewing mail and literature, preparing reports and correspondence, entering computer data, copying and filing documents, answering the telephone, etc.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Human Resources Management, Public/Business Administration, Industrial/Organizational Psychology, or a related field, with Master's degree preferred; and a minimum of three (3) years experience in the administration of major human resources functions for a governmental or similar public sector agency; or an equivalent combination of education, training, and experience which provides required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including vehicles, computer, basic office equipment, telephone/radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, crawl, push, and pull. Must be able to lift, position and/or carry weights of up to twenty-five pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or-exchange information. Includes receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, technical manuals etc. Requires the ability to prepare routine reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow-verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers, construction professionals and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize-mathematical formulas, to determine percentages and decimals and to determine time and weight. Must be able to use practical applications of algebra and statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and specialized-machinery, and to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control-knobs, buttons, switches, catches, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Human Resources Department as they pertain to the performance of duties of the Assistant Human Resources Director. Understands the role of the position in relation to entire operations. Has considerable knowledge of the functions and interrelationships of and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of applicable Town codes and ordinances, etc. Is able to comprehend Human Resource Management issues and prepare related recommendations. Is able to perform duties under adverse environmental conditions such as excessive heat, cold, odors, smoke, dusts, noise, machinery hazards, and electric currents. Has knowledge of applicable occupational hazards and safety precautions. Has the ability to plan and develop daily, short and long term goals related to purposes. Has the ability to offer instruction and advice to co-workers and the public regarding departmental policies, methods and regulations. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Is able to communicate in a firm and tactful manner with various agencies, members of the public, and departments and is persuasive in such communication. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Has knowledge of modern office practices and technology. Has knowledge of the use of computers for data and word processing.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to supervisor with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships intra and inter-departmental, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes the work of subordinate staff. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to

meet the needs of the division and the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

DecisionMaking: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

HUMAN RESOURCES ANALYST

GENERAL STATEMENT OF JOB

Responsible professional public administration and technical work in the area of human resources management. Employees in this job classification assume managerial responsibility as directed by an administrative superior, and plan, assign, coordinate, and participate activities in functional areas which include, but are not necessarily limited to, classification and compensation; recruitment, examination, and placement; employee benefits; training; labor and employee relations; risk management and safety; and legal compliance and litigation avoidance activities. Work includes supervising the activities of subordinate technical, and clerical personnel in assigned activities, as well as personal participation.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Interprets, implements, and applies legislation concerning equal employment practices, policies, and labor contracts.

Develops administrative policies and procedures.

Provides administrative liaison among various department directors, officials, employees, and the general public.

Performs or assists subordinates in performing duties; adjusts errors.

Maintains records of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Conducts wage survey within labor market to determine competitive wage rate.

Conducts exit interviews to determine reasons behind separations and gather and disseminate other information relevant to the separation.

Maintains records of hired employee characteristics for governmental reporting purposes.

Prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.

Plans modification of existing benefits programs.

Exhibit "B" 7/3/01

Directs performance of clerical functions such as updating records and processing personnel actions.

Analyzes occupational data such as physical, mental, and training requirements of jobs and workers and develops written summaries such as job descriptions, job specifications, and develops recommendations to adjust salary structure.

Reviews legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.

Communicates official plans, policies and procedures to staff and the general public.

Interviews and assists in the selection of employees to fill vacant positions.

Represents organization at personnel related hearings and investigations.

Notifies employees of changes in benefits programs.

Analyzes archival and other information, and statistical data and other reports concerning all aspects of organizations human resources function in order to identify and determine causes of personnel problems and to develop and present recommendations for establishment and improvement of processes, practices, procedures, and policies.

Gathers and interprets data, and prepares reports and related documents for recommendations and decision making purposes.

Provides for various human resources information needs of upper level management.

Develops and applies industrial/organizational psychological techniques to personnel administration and management problems.

Devises methods and establishes criteria for conducting surveys.

Utilizes developed occupational data to evaluate and/or improve methods and techniques for recruiting, selecting, promoting, evaluating, and training workers, and for administration of related personnel programs.

Assesses the effectiveness of recruitment methods.

Observes, conducts interviews with, and administers questionnaires to departmental officials, job incumbents, and job observers in order to describe and record aspects of jobs; to obtain detailed and current information on illustrative examples of work performed; and to determine essential job dimensions, the knowledge, skills, and abilities required for various classes of positions, and worker qualifications.

Analyzes findings; develops and finalizes qualifications and test content, conferring and explaining results to departmental officials as needed.

Formulates job descriptions and develops and/or revises job class specifications based on new or updated job analyses and/or information provided by departments.

Develops eligibility requirements for select open competitive and promotional examination announcements conferring with departmental representatives on final content.

Researches, develops, and references test materials for general and critical examinations based on knowledge, skill, and ability factors and other relevant test parameters.
Interprets examination results in light of standard norms, and limitations of the test in terms of validity and reliability.

Directs, assists, performs, and/or verifies the screening and rating of applicants.

Reviews statistical analysis and conducts evaluation; and revises specific test items based on content validity, item discrimination indices, and test validation constructs and parameters.

Monitors and ensures conformance with applicable Congressional Acts, Executive Orders, Federal Guidelines, State Statutes, County Ordinances, organization's policies and procedures, bargaining unit agreements, and generally accepted Human Resource Management policies.

Examines federal, state, and local law, regulation, guidelines as well as case histories. Answers individuals', organizations', and agencies' questions regarding how rules, policies, and procedures apply to individual situations. Proposes arguments to support organizations position.

Remains current on legislation, arbitration decisions, and collective bargaining contracts.

Exercises supervision over support staff, either directly or through subordinate supervisors.

Responds to Public Records Request in areas where department is the custodian of records.

Prepares and types agenda items and composes and types staff reports.

Composes and types administrative policy drafts.

Prepares and types monthly reports.

Prepares and types and/or reviews and edits RFPs and RFQ's.

Composes and types and/or reviews language for contracts for service and other agreements.

Composes and types memoranda, letters, and other correspondence.

Arranges for and coordinates employee blood drives.

Coordinates and assists in obtaining employee benefit provider service such as health, dental, life, employee assistance program (EAP), etc.

Assists employees with claims issues.

Prepares for and coordinates open enrollments for employee benefits such as pension programs; and health, supplemental health, dental, and life insurances.

Coordinates employee service awards program including determination of award recipients, communication with employees receiving awards, ordering selected awards, confirming inventory of awards, ensuring payment of bills, etc.

Arranges appointments, performs scheduling, and coordinates with departments on psychological testing, psychological re-testing, polygraph examination, orientation, medical and drug screening, etc.

Reviews psychological evaluation and medical and drug screening reports.

Performs rater training in rating methodologies and procedures for oral board panel members.
Attends meetings and conferences as required and/or appropriate.

Operates a vehicle and various office machines including a calculator, computer, cellular telephone, two-way radio, fax machine, copier, etc.

Performs related duties as required.

ADDITIONAL JOB FUNCTIONS

Performs general administrative/office work, including but not limited to attending meetings, reviewing mail and literature, preparing reports and correspondence, entering computer data, copying and filing documents, answering the telephone, etc.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Human Resources Management, Public/Business Administration, Industrial/Organizational Psychology, or a related field, with Master's degree preferred; and a minimum of two (2) years progressively responsible experience in professional human resources management functions that provides broad knowledge of personnel administration issues, preferably for a governmental or similar public sector agency; or an equivalent combination of education, training, and experience which provides required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including-vehicles, computer, basic office equipment, telephone/radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, crawl, push, and pull. Must be able to lift, position and/or carry weights of up to twenty-five pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural-or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or-exchange information. Includes receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, technical manuals, etc. Requires the ability to prepare routine reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow-verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers, construction professionals and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize-mathematical formulas, to determine percentages and decimals and to determine time and weight. Must be able to use practical applications of algebra and statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and specialized-

machinery, and to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control-knobs, buttons, switches, catches, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Human Resources Department as they pertain to the performance of duties of the Human Resources Analyst. Understands the role of the position in relation to entire operations. Has considerable knowledge of the functions and interrelationships of and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of applicable Town codes and ordinances, etc. Is able to comprehend Human Resource Management issues and prepare related recommendations. Is able to perform duties under adverse environmental conditions such as excessive heat, cold, odors, smoke, dusts, noise, machinery hazards, and electric currents. Has knowledge of applicable occupational hazards and safety precautions. Has the ability to plan and develop daily, short and long term goals related to purposes. Has the ability to offer instruction and advice to co-workers and the public regarding departmental policies, methods and regulations. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Is able to communicate in a firm and tactful manner with various agencies, members of the public, and departments and is persuasive in such communication. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Has knowledge of modern office practices and technology. Has knowledge of the use of computers for data and word processing.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to supervisor with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships intra and inter-departmental, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes the work of subordinate staff. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their

performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.